

Course Title	Court Skills	Duration	One Day	Investigation
Aim	If you have to attend court to act for your organisation, we're sure you'll agree that it is essential you both know the rules and are confident in what you are doing. And this is true whether you give evidence as a witness, act as the presenting officer or make applications under RIPA. Attending this course will give you the skills and confidence you need, make sure you know who to speak to, how to address them and how to behave. This is a practical course, where delegates get the opportunity to use all these skills in a number of mock court cases. This is also substantial pre-course distance learning material, to ensure delegates have a good understanding of the court system.			
Prerequisites	None			
NB : This course forms part of a professional qualification and includes delegate assessment during the course. You will be required to complete some pre-course work prior to attending this event.				
Outcomes		Content		
Explain the steps involved to progress a case through court.		◆ The court structure ◆ Criminal Procedure Rules in practice ◆ Case Management ◆ Rights of audience ◆ Who's who in the court? ◆ Court etiquette		
Make an application to a court (for RIPA approval, a warrant, an adjournment or similar) providing the correct paperwork and answering pertinent questions.		◆ The paperwork needed in each case ◆ Summons vs warrant, adjourn vs proceed &c. ◆ Applying for the hearing ◆ Anticipating questions ◆ Presenting the application		
Analyse and present a case to a Magistrates' Court dealing appropriately with requests for information.		◆ The process for guilty pleas and summary trial ◆ Previewing the case and planning your strategy ◆ Presenting a case in court ◆ Asking questions of witnesses and the accused ◆ Costs, compensation, confiscation and other orders		
Explain evidence as a witness in a contested court case.		◆ Examination in chief ○ Telling the court what you know and using notes ○ Answering the question ○ Explaining systems to a court ◆ Avoiding the traps in cross examination ○ Hearsay and opinion... ○ Agreeing with defence... ○ Being dragged off the point... ○ Losing your cool...		
Cost	Price Code C			
To book this event	You could telephone us on : 07905 275656 ...or you can e-mail Jill : bookings@its-training-uk.com			